



# **Georgia Division of Family and Children Services**

## **Office of Prevention and Family Support**

### **First Steps Georgia (FSG) Statement of Need (Son) Overview**

**April 21<sup>th</sup>, 2015**

**Director  
Bobby Cagle**

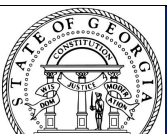
# Welcome!

## First Steps Georgia Statement of Need (SoN) Webinar

We will begin at 10:00 a.m.

- Please mute your telephone to minimize background noise.
- The webinar slides will be posted following the webinar.
- To ask a question during the webinar, please type in your question to the side and we will answer all questions at the end.
- Frequently Asked Questions will be posted by April 31, 2015.

Thanks!



# Let's Get Started

## Georgia Division of Family and Children Services (DFCS)

Primary Goal: To assist and support families to ensure children are safe from abuse, and families can become more self-sufficient.

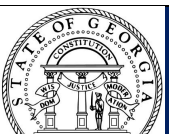


## Office of Prevention and Family Support (OPFS)

New DFCS Office: Works in partnership with community-based organizations committed to reducing the incidence of child abuse and neglect and improving the overall health and well-being of Georgia's children and families.



## Introduction of Staff



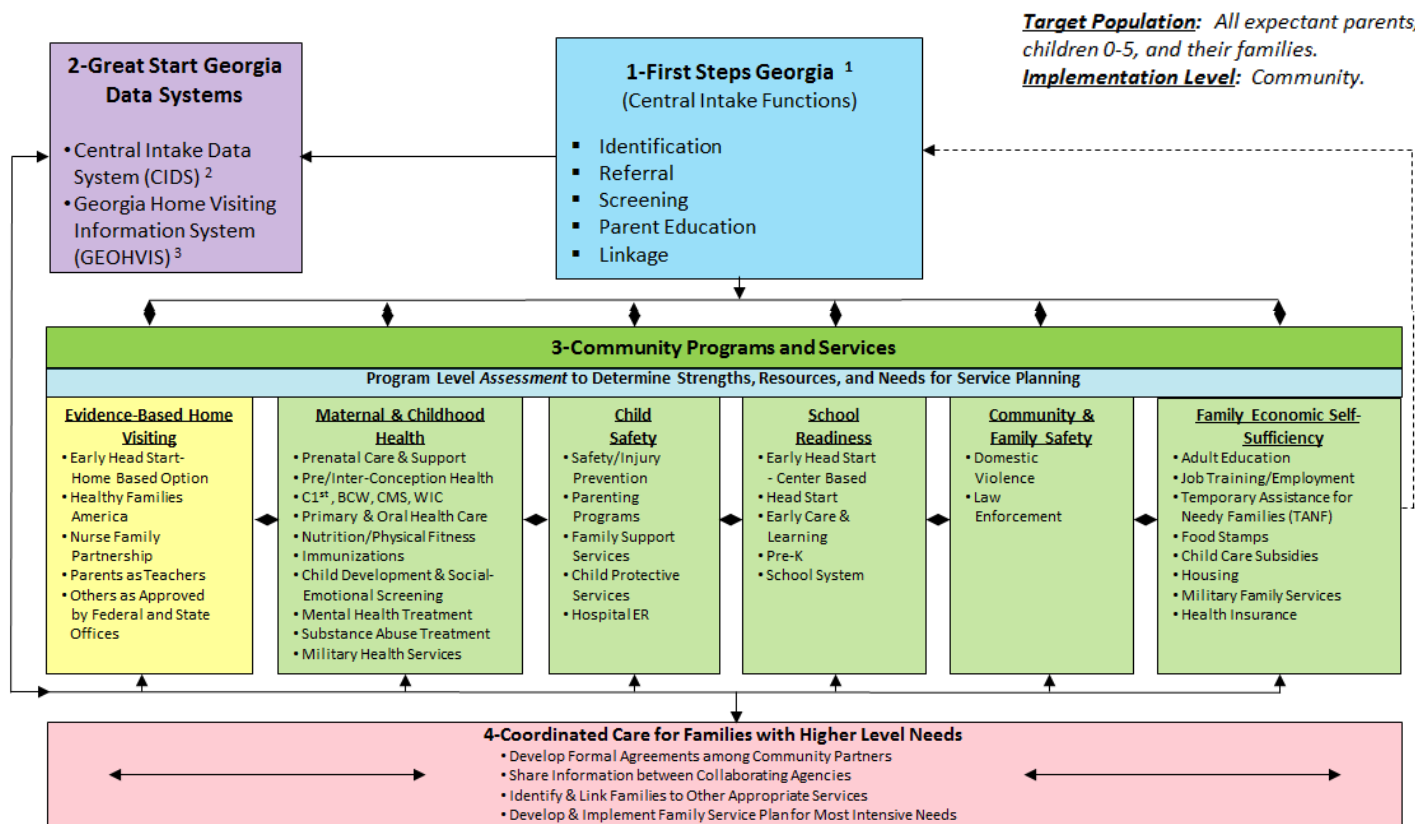
# First Steps Georgia Overview

First Steps Georgia is one component of a larger Georgia initiative called **Great Start Georgia (GSG)**.



A comprehensive, community-based system for expectant parents and for families with children 0-5 in Georgia.

## Great Start Georgia (GSG)



GSG website:

[www.greatstartgeorgia.org](http://www.greatstartgeorgia.org)

<sup>1</sup> Shared responsibility among GSG Community Partners, Local Public Health Staff, and GSG Information and Referral Center

<sup>2</sup> Coordinated by Georgia Department of Public Health Information and Referral Center

<sup>3</sup> Coordinated by the Center for Family Research, University of Georgia

Revision 10/4/14



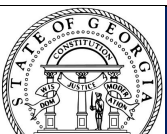
# First Steps Georgia Summary

The mission of First Steps Georgia is to provide universal, free and voluntary support services for all expectant parents and children ages birth to five and their families.

Goal 1: Provide current information on topics of interest and relevance to expectant parents and parents of children ages birth to five.

Goal 2: Provide information on community resources relevant to expectant parents and parents of children ages birth to five.

Goal 3: Strengthen the protective factor of concrete connections to promote maternal and infant health for expectant parents and parents of children ages birth to five.



# First Steps Georgia Summary

## Essential Service (Function) Requirements:

- Identification and Referral
- Screening
- Parent Education
- Linkage

## Essential Practice Requirements:

- FSG Training
- GSG Central Intake Core Screen
- Family Satisfaction Survey
- Approved Educational Materials
- Technical Assistance and Networking

## Essential Structure Requirements:

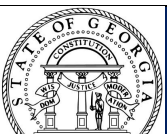
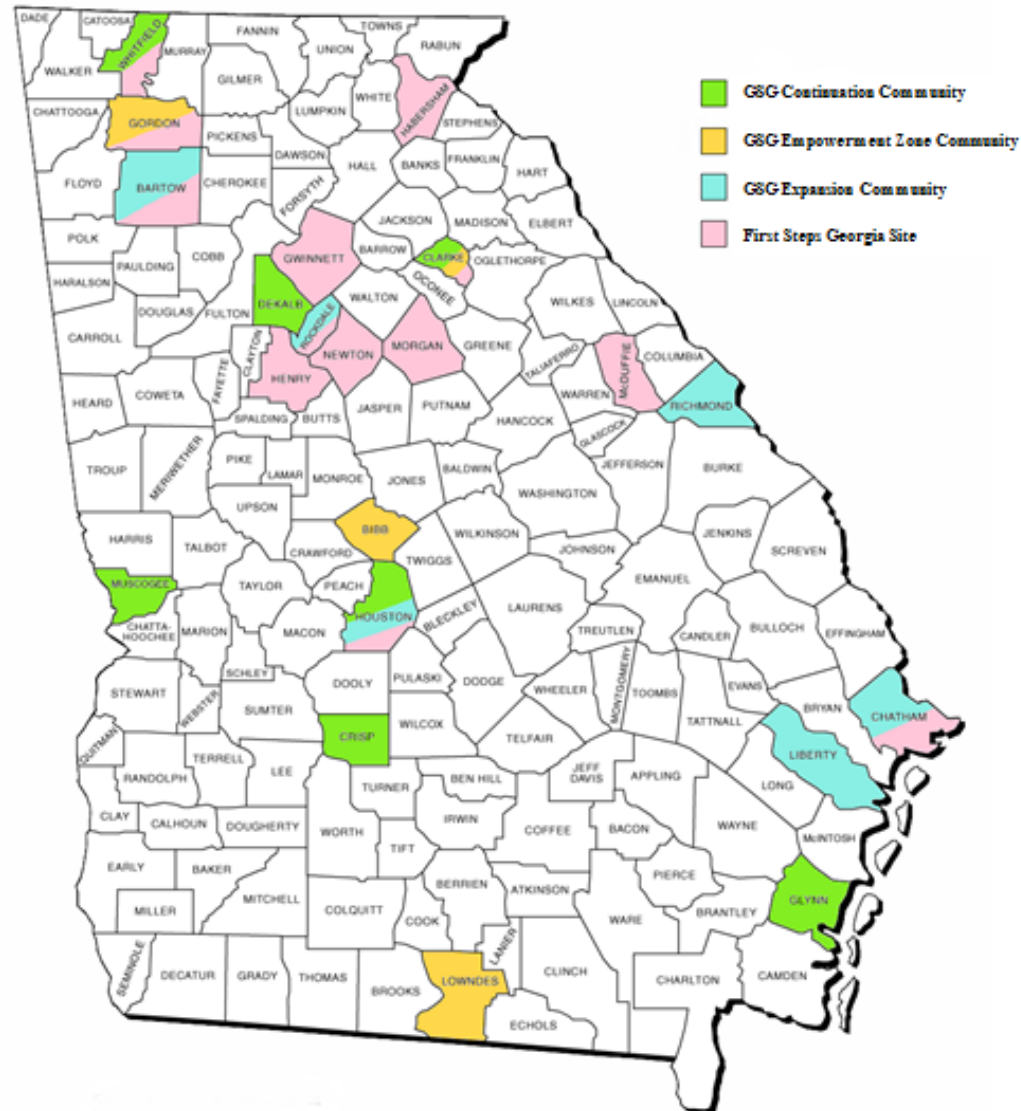
- Develop Approved FSG Community Plan
- Implement According to Plan
- Lead FSG Coordinator
- Appropriate Staff in Place
- GSG Data Management Systems
- Ongoing Funding Strategy

## Guide to Appropriate Staffing

Weekly staff hours dedicated to First Steps	Minimum annual expectation	Midpoint annual expectation	High annual expectation
Greater than 40	750	1000	Based on staffing
Up to 40	500	750	900
20	250	500	650
Less than 20*	125	250	400



# First Steps (Great Start Georgia) Network

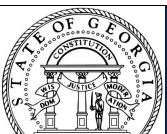


# Applicant Eligibility

- Must be a public government entity or 501(c)(3) non-profit.
- Must serve as a fiscal agent for the contract and point of contact for OPFS, or provide a Memorandum of Understanding with fiscal agent.
- Must be responsible, liable, and oversee all post-award reporting requirements.
- Must provide universal, early intervention supports and services in accordance with the FSG community plan.

**Amendment to original SoN:**

**No county restrictions based on other funding.**



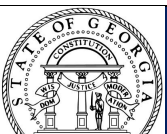


# Contract Award Amounts

- Contract awards are conditional upon the projected number of families to be served annually.
- May only apply for direct service costs including personnel, FSG educational materials, and required FSG trainings.

FTE dedicated to FSG services	Minimum annual contract expectation	Contract Award Category
Greater than 1	750	\$18,000
Up to 1	500	\$15,000
.5	250	\$12,000
Less than .5	125	\$ 6,000*

\*Reserved for special circumstances; consultation is required and this category must be pre-approved prior to submitting application.



# Contract Award

**Funding is conditional upon the projected number of families served annually and amount of FTE dedicated to the work.**

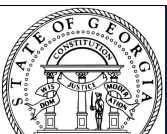
Weekly staff hours dedicated to First Steps	FTE dedicated to FSG services	Minimum Annual Expectation	Midpoint Annual Expectation	High Annual Expectation	Contract Award Category
Greater than 40	Greater than 1	750	1000	Based on staffing	\$18,000
Up to 40	Up to 1	500	750	900	\$15,000
20	.5	250	500	650	\$12,000
Less than 20*	Less than .5	125	250	400	\$ 6,000*

\*Reserved for special circumstances; consultation is required and this category must be pre-approved prior to submitting application.



# Contract Timeline

- SoN due with a postmarked date of **May 22, 2015**.
- Awarded contractors will be notified sometime in June.
- Those awarded will have a start date of **October 1, 2015**.
- For those *existing* First Steps sites, full services must begin October 1, 2015.
- For those *new* First Steps sites, October and November can be used as a hiring/training period and full service implementation will be expected by no later than December.
- The contract period will end **September 30, 2016**.

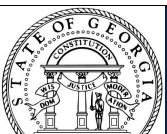


# Contract Development Timeline

FSG Development Timeline 2015	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
Statement of Need Posted	10-Apr								
OPFS FSG Contract Interest Webinar	21-Apr								
Required Contact with FSG Technical Assistant - Lynda Brown									
Draft Proposals reviewed by Lynda Brown		12-May							
Proposals Due		22-May							
Contract Notifications									
<i>For Approved Proposals:</i>									
Contract Begins							1-Oct		
Services begin for existing sites							1-Oct		
Staff hiring and training - developing sites									
services begin for developing sites									

## Contract Award Period

- Will cover a 12-month period, from **October 1, 2015 – September 30, 2016.**
- FSG sites must continue service delivery activities for the full contract period.



# Application Submission Instructions

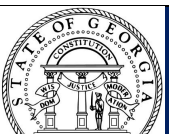
## Actions required ***prior*** to submission:

- Prior to the creation of your application, ***all*** applicants must confer with the GSG Community Outreach Coordinator, Lynda Brown.
- Must submit draft FSG community plan to Lynda Brown for review by no later than **May 12, 2015**.



# Application Instructions

- Submit one (1) original application, four (4) copies of original, and one (1) electronic copy on CD or thumb drive.
- Original copy should have signatures in blue ink.
- Bind the original application with binder clips.
- The application must be submitted in order of the chart listed on page 9 of the SoN (3f. Application Order).
- Submit application with a postmarked date no later than **5:00 pm on May 22, 2015.**
- *We will not accept hand deliveries, office-metered postmarks, faxed or emailed applications.*

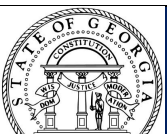


# Application Order

Required Application Order	Max Page Limit (where applicable)
1. Application Face Sheet (Form A) signed in blue ink	
2. First Steps Georgia Community Plan	
A. Plan Summary	1
B. Essential Service Requirements	2
C. Essential Practice Requirements	2
D. Essential Structure Requirements	2
3. Application Budget Workbook (Form B)	
4. Required Forms (Form C) signed in blue ink	
5. Fiscal Agent Financial Statements (A-1)	
6. Legal Agreement with Fiscal Agent (if different from applicant) (A-2)	

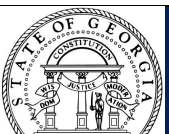
**Submit all required documentation to  
the following address:**

**GA Division of Family and Children Services  
ATTN: First Steps Georgia  
2 Peachtree St., NW, 8<sup>th</sup> Floor  
Suite 8-296  
Atlanta, GA 30303**



# Application Formatting

- Number every page.
- 12 point font, 1 inch margins.
- White paper, 8 ½ inches by 11 inches.
- Footer with the fiscal agent's name and page number.
- Adhere to page limits for the FSG community plan.
- Only use paperclips and binder clips to bind.
- **Restate and number** each FSG community plan narrative question, followed by the plan specifics for your site.

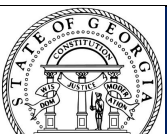




# First Steps Georgia Community Plan

- a. Plan Summary [1 page]**
- b. Essential Service (Function) Requirements [2 pages]**
- c. Essential Practice Requirements [2 pages]**
- d. Essential Structure Requirements [2 pages]**

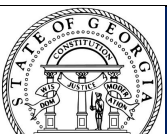
A detailed statement of the work to be undertaken and answers the *who, what, when, where, and how* statements of the application.



# FSG Community Plan Breakdown

## Plan Summary

- Fiscal Agent: state name of applicant.
- Target Population to be served: total number of families projected to be served.
- Description of FSG services: a detailed statement of how your First Steps services will work and what it will look like for your community.
  - Include geographic location to be served.
  - Example: “We plan to target First Steps services in X county to serve all mothers of newborns which are delivered at X hospital. This service will look like...”



# FSG Community Plan Breakdown

## Essential Service (Function) Requirements

### Identification and Referral:

- Community Outreach:
- Community Collaboration:

### Screening:

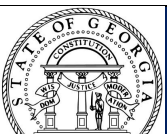
- Method for screening families.
- Identify locations where screens will be completed.
- Other potential locations for entry into FSG services.
- Describe plan for communication between First Steps and home visiting.

### Parent Education:

- Describe how materials will be provided to families.
- Process for internal review of materials.

### Linkage:

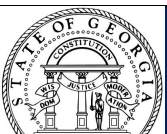
- Plan for linking families to relevant resources.
- List other services available within your organization to which families may be referred.



# FSG Community Plan Breakdown

## Essential Practice Requirements

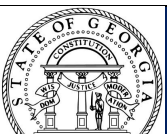
- Describe training plan for service providers.
- Describe how you plan to administer the GSG Central Intake Core Screen at your site.
- Describe your plan for surveying families who have been provided FSG services, using the FSG Family Satisfaction Survey.
- Describe how parent packet educational materials will be selected.
- Describe anticipated contact with GSG Community Outreach Coordinator and other appropriate GSG technical assistant(s) for FSG technical assistance during the contract year.



# FSG Community Plan Breakdown

## Essential Structure Requirements

- Who will be responsible for implementation of FSG community plan?
- Describe the hiring process for direct service staff.
- FSG Staffing:
  - Specify the location of work space for FSG staff.
  - Will volunteers and/or interns be used for FSG direct services?  
If yes:
    - Describe screening process for hiring.
    - Describe process for training.
    - Who will supervise and with what frequency?
- FSG Data Entry:
  - Describe how FSG data will be maintained onsite.
  - Who will be responsible for ensuring efficient and accurate data entry into the GSG data management system(s)?



# Application Budget

Applicants may only apply for ***direct service costs*** including:

**1) Personnel working directly with families/communities;**

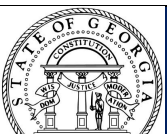
- Can include salary and/or hourly employees.
- Base amounts on FTE applied to work.

**2) FSG educational materials; and/or**

- Can only include materials to be used in the parent packets given directly to families.
- Can purchase materials from outside sources or print handouts 'in house' to be given out.

**3) Required FSG trainings.**

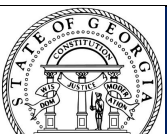
- Core FSG trainings (initial): Screening tool, data system(s)
- Regional FSG trainings (periodic): webinars and face-to-face
- Home Visiting Institute (annual)



# Application Budget Workbook

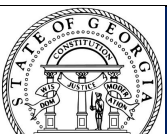
- Complete Budget Workbook (Form B) in Excel format.
- Budget summary must provide computation of requested funds and justification of costs.
- Detailed budget narrative should also be included.
- Must provide details on each cost item for clarity of expenses requested in the different budget categories.

<b>DIRECT SERVICE PERSONNEL SERVICES:</b> Enter salary and hourly cost for <b>direct service staff</b> . Worksheet will auto-populate "CONTRACTS REQUEST" by using information entered under Monthly Cost Sections below. Enter amount to be cash. Worksheet will auto-populate "Sub-Totals" and "PERSONNEL TOTAL."					<b>TOTAL BUDGET</b>
<b>SALARY:</b> Enter monthly salary per position. Enter % of time applied to program under FTE. Enter monthly agency cost for taxes and benefits. Enter number of months. Worksheet will auto-populate Sub-Total.	MONTHLY COST			ENTER	<b>CONTRACT REQUEST</b>
	Total Wages Earned	Taxes & Benefits	% FTE (Enter as decimal)	Times # of Months	
1.					0
2.					0
3.					0
<b>Sub-Total</b>					0
<b>HOURLY &amp; FEE:</b> Enter hourly rate per position. Enter number of hours per month. Enter monthly agency cost for taxes and benefits. Enter number of months. Worksheet will auto-populate Sub-Total.	MONTHLY COST			ENTER	<b>CONTRACT REQUEST</b>
	Hourly Rate	# of Hours Per Month	Taxes & Benefits	Times # of Months	
1.					0
2.					0
3.					0
<b>Sub-Total</b>					0
<b>PERSONNEL TOTAL:</b>					0
<b>DIRECT SERVICE EDUCATIONAL MATERIALS:</b> Include description of First Steps Georgia educational materials and purpose of materials. Include cost per unit, number of units and total cost in description. Worksheet will auto-populate "MATERIALS TOTAL."					<b>CONTRACT REQUEST</b>
1.					0
2.					0
3.					0
4.					0
5.					0
<b>MATERIALS TOTAL:</b>					0
<b>FIRST STEPS GEORGIA TRAINING:</b> Include purpose of training(s) , cost of lodging, meals, etc. Worksheet will auto-populate "TRAINING TOTAL."					<b>CONTRACT REQUEST</b>
1.					0
2.					0
3.					0
4.					0
5.					0
<b>TRAINING TOTAL:</b>					0
<b>TOTAL: ALL BUDGET CATEGORIES</b>					<b>0</b>
					<b>TOTAL CONTRACT REQUEST</b>



# Personnel Services

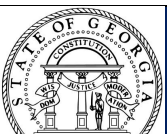
- Total Wages Earned Monthly
  - This number should reflect a person's annual salary divided by 12 months.
- Taxes and Benefits
  - This should be the amount of taxes and benefits the employer pays on behalf of the employee.
  - If your agency uses a fringe rate, multiply this by the employee's annual salary and divide by 12.
  - DO NOT include the amount of taxes that are removed from an employee's paycheck, these are already accounted for in his or her salary.





# Personnel Services

- % Full Time Equivalent (FTE)
  - This is the amount of time an employee spends working on First Steps activities.
  - Example: Sally works 40 hours per week for the hospital.
    - If on average she spends 20 hours per week on First Steps, her FTE should be (.5).
    - If on average she spends 30 hours per week on First Steps, her FTE should be (.75).
- Number of Months
  - This should reflect the number of months an employee will conduct First Steps services.
  - If he or she only works 10 months out of the year on First Steps, then this is the number of months that should be applied to the contract.



# Budget Template Instructions

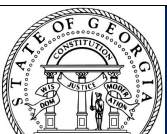
Type in the name of the applicant on the first line of each worksheet.  
Use the tabs at the bottom of the workbook to select the Proposed Budget Summary or Budget Narrative.

## Proposed Budget Summary

- Amounts entered into the worksheet columns for personnel will auto-calculate numbers and filter into the “Contract Request” column.
- All “Contract Request” fields in the workbook will auto-sum into each budget category total and the “Total Budget.”

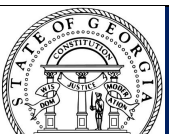
## Budget Narrative

- All costs will need to be accompanied by a written description within the narrative, which clearly details and justifies proposed costs.



# Application Forms and Attachments

- **Form A: Application Face Sheet** – Ensure signature of Executive Officer of applicant agency (and fiscal agency, if different), signed in blue ink
- **Form B: Application Budget Workbook** – Must be submitted in Excel. Must submit 1) budget summary and 2) budget narrative and justification
- **Form C: Required Forms** – Ensure signature of Executive Officer of fiscal agent, signed in blue ink
  - Background Check Form
  - Tax Compliance Form (non-profits only)
  - Security Immigration and Compliance Contract Affidavit (non-profits only)
  - Certificate of Liability Insurance – Para 129 Form (non-profits only)
  - Corporate Resolution (non-profits only)
  - Vendor Management Form
  - W-9 Form
- **Attachment 1: Fiscal Agent's Financial Statements**
- **Attachment 2: Legal Agreement with Fiscal Agent (if different from applicant)**



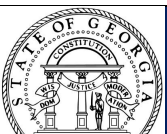
# Selection and Contract Award Agreement

## Selection of Applicants

- All eligible applications will go to a review committee who will review, score and rank the applications.
  - Applications are selected on a competitive basis.
- OPFS will send out award notifications via U.S. mail in June 2015.

## Contract Award Agreement

- OPFS will offer a performance-based contract agreement.
- Payments will be based on achievement of specific accomplishments of process and quantitative outcomes rather than incurred cost of the contractor.
- OPFS reserves the right to make changes to the application budget at the time of the contract award and will communicate any changes to the fiscal agent.
  - OPFS may negotiate all or part of your proposed budget.
- If awarded a contract, it is mandatory to participate in OPFS contract award management and reporting training as requested.



# Data Reporting

## Data Management Systems

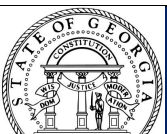
- By the end of each quarter, the contractor will ensure that service and participant data are reported through the prescribed First Steps Georgia data management systems.
- FSG Data Management Systems:
  - Georgia Home Visiting Information System (GEOHVIS)
  - Central Intake Data System (CIDS)



# Performance Outcome Measures

Indicator	Annual Performance Outcome Measure
Families Served	<ul style="list-style-type: none"><li>At least 95% of projected participants will be served.</li></ul>
Family Health Insurance	<ul style="list-style-type: none"><li>At least 90% of target families will have health insurance coverage or receive referrals/ additional information pertaining to health insurance programs.</li></ul>
Family Medical Care	<ul style="list-style-type: none"><li>At least 90% of target families will have a primary care physician or receive referrals/ additional information pertaining to primary care physicians.</li></ul>
Family Satisfaction Survey	<ul style="list-style-type: none"><li>At least 25% of families served will provide feedback using the FSG Family Satisfaction Survey.</li></ul>

The performance report and payment request will be submitted on a semi-annual basis, every six (6) months.



# Contact Information

## OPFS Contact:

- Elisa Storyk  
[Elisa.Storyk@dhs.ga.gov](mailto:Elisa.Storyk@dhs.ga.gov)  
(404) 463-6398

## First Steps Georgia Contact:

- Lynda Brown  
[lfbrown@uga.edu](mailto:lfbrown@uga.edu)  
(478) 719-8000

## Finance Contacts:

- Kirby McClendon  
[Kirby.McClendon@dhs.ga.gov](mailto:Kirby.McClendon@dhs.ga.gov)  
(404) 232-1614
- Troy Scott  
[Troy.Scott@dhs.ga.gov](mailto:Troy.Scott@dhs.ga.gov)  
(404) 463-6394

Thank you!

